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ABSTRACT

A preservation census was conducted of selected Dewey ranges of the volumes located in the mezzanine area of the Social Science Department of the Toledo-Lucas County Public Library main branch. This collection is housed in a non-circulating, semi-supervised stack area and includes approximately 500 volumes in the fields of bibliography and rare books and manuscripts. The unusual nature of this collection in a mid-western, medium-sized public library was verified by bibliographic searching and tabulation using the OCLC bibliographic data base. A short narrative history of the collection's development was developed using archives and interviews. Information gathered during a de visa examination of the collection was used to generate statistics relating to the history of the collection's development and its present physical condition, and was used to report the data in a usable, informative manner for use in planning for future preservation efforts. Four appendixes contain: Interview Questions; Acquisition Numbers by Years; Herbert Sewell Staff Memorandum; and Field Examination Form. Fourteen graphs and eight tables summarize and illustrate the findings of the study. (Contains 40 references.) (Author/ALF)

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PRESERVATION CENSUS: AN EXAMINATION OF THE BIBLIOGRAPHY/RARE BOOKS COLLECTION IN THE TOLEDO-LUCAS COUNTY PUBLIC LIBRARY

A Master's Research Paper submitted to the
Kent State University School of Library Science
in partial fulfillment of the requirements
for the degree Master of Library Science

by

Michael W. Lora

October, 1991

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Abstract

A preservation census was conducted of selected Dewey ranges of the volumes located in the specific geographical location of the mezzanine area of the Social Science Department of the Toledo-Lucas County Public Library main branch. This collection is housed in a non-circulating semi-supervised stack area and includes approximately 500 volumes in the fields of bibliography and rare books and manuscripts. The unusual nature of this collection in a mid-western medium-sized public library was verified by bibliographic searching and tabulation using the OCLC bibliographic data base. A short narrative history of the collection,s development was developed using archives and interviews. Information gathered during a de visa examination of the collection was used to generate statistics relating to the history of the collection's development and its present physical condition and was used to report the data in a usable, informative manner in order to plan for future preservation efforts

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TABLE OF CONTENTS

Approval Page ii

Table of Contents iii

List of Illustrations iv

List of Tables v

Acknowledgement vi

Chapter

1. INTRODUCTION 1

   Goals of the Study

2. UNIQUENESS OF THE COLLECTION 4

   Methodology
   Findings
   Conclusion

3. HISTORY OF THE COLLECTION 8

   Methodology
   Findings
   Conclusions

4. CONDITION OF THE COLLECTION 21

   Methodology
   Findings
   Conclusions

Appendix

1. INTERVIEW QUESTIONS 37

2. ACQUISITION NUMBERS BY YEARS 38

3. HERBERT SEWELL STAFF MEMORANDUM 40

4. FIELD EXAMINATION FORM 41

Bibliography 42

Illustrations 46

LIST OF ILLUSTRATIONS

Figure — Page

1. Line Graph of Frequency Distribution of Volumes by Acquisition Date 46
2. Line Graph of Frequency Distribution of Volumes Acquired 10 or More Years after Publication ... 47
3. Line Graph of Frequency Distribution of Volumes with Libbey Bookplates by Acquisition Date 48
4. Line Graph of Frequency Distribution of Volumes with Libbey Bookplates Acquired 10 or More Years after Acquisition Date by Acquisition Date 49
5. Pie Chart of the Overall Condition of the Collection by Category 50
6. Bar Graph of the Number of Volumes in Each Preservation Category 51
7. Bar Graph of the Percentage of Volumes with Individual Defects in Category 1 52
8. Bar Graph of the Percentage of Volumes with Individual Defects in Category 2 53
9. Bar Graph of the Percentages of Volumes with Individual Defects in Category 3 54
10. Four-Line Graph of Frequency Distributions of All Volumes by Defect Category by Year of Publication 55
11. Line Graph of Frequency Distribution of Total Volumes by Acquisition Date 56
12. Line Graph of Frequency Distribution of All Defects by Publication Date 57
13. Line Graph of Frequency Distribution of Volumes with Brittle Paper by Publication date 58
14. Line Graph of Percentage of Volumes with Brittle Paper by Publication Date 59

LIST OF TABLES

Table		Page
1.	Highest Numbers of Volumes and Percentages of Volumes Found in Five State Area	6
2.	Directors of TLCPL andf Their Years of Service	12
3.	Census of Names and Numbers of Bookplates in the Survey Collection	18
4.	Numerical Breakdown of Volumes by Preservation Catagories	27
5.	Numerical and Percentage Breakdowns of Catagory 1 Defects	29
6.	Numerical and Percentage Breakdowns of Catagory 2 Defects	30
7.	Numerical and Percentage Breakdowns of Catagory 3 Defects	31
8.	Numerical and Percentage Breakdowns of Total Defects	32

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This study would not have been possible without the cooperation of many interested staff members of the Toledo-Lucas County Public Library. Ms. Jane Pinkston, Manager, Social Science Department provided space for the examination and information on where to further seek information on the collection. Donald Barnette and Greg Brown are willingly acknowledged for sharing their knowledge of the collection's history. This researcher is indebted also to Mr. James Marshall, Manager, Local History and Genealogy Department for providing access to the archives of the library and suggesting places to look for more information. Lastly, this researcher would like to extend his gratitude to Mr. Clyde Scoles, Director, Toledo-Lucas County Public Library, for his interest in and support of preservation in the public library. As always, any errors in fact must be the responsibility of the author.

My wife was always there with hot coffee at the right time and understood when she couldn't get near the computer for days.

INTRODUCTION

Although the previous decade has brought to the fore the challenge of preservation in our nation's libraries, emphasis has been placed primarily on large research libraries and special collections. Certainly these collections are demanding of high priority in preservation management and budgets. However many public libraries, of medium and small size, contain collections also deserving of preservation activity. One such collection exists in the Toledo-Lucas County Public Library in Toledo, Ohio. Due to a combination of bequests and interested directors, this library has acquired a collection of approximately five hundred volumes in the field of rare books and bibliography that is unusual in a library of its size and type. No preservation efforts had been undertaken on this collection previous to this report.

A preservation census was conducted of each volume during the period May 13 to May 17, 1991, to ascertain the overall physical condition of the collection and report this condition in a useful statistical manner. Additionally, 44 of the 496 titles in the collection, with statements of limited edition size, were searched on the OCLC online bibliographic data base to determine the holdings of other libraries in an effort to determine the uniqueness of this collection. Interviews were then conducted in an effort to ascertain the history of the development of this

collection. The picture that emerges of the collection provides an historical outline of its collection development, while the physical examination of its volumes gives a statistical view of present and potential preservation problems of the collection.

To verify the contention that this collection of works is unusual in its depth and scope for a library of TLCPL's size and type, the Online Computerized Library Center's (OCLC) data base was searched for each title in the collection that had a stated limitation of edition size. Results were tabulated by title for the number of libraries containing each title. Tabulation was continued to identify if any public library other than TLCPL contained all the titles searched. Ohio and four northern mid-west states public library holdings were tabulated. The results of this search and summary of its findings are contained in chapter one.

Chapter two contains the results of three interviews: two of individuals suggested by Ms. Jane Pinkston, Manager, Social Science Department, as persons who possibly had relevant information regarding the formation and development of the collection and one interview with Ms. Pinkston. The questions used in these interviews are contained in Appendix 1. Descriptive statistics were utilized in an effort to identify periods of increased retrospective collection development activity and specific donors were identified by tracking the

number of named bookplates found in the collection's volumes.

Chapter three contains the methodology used to examine the collection and summarize the information found during the de visa examination of these volumes. Descriptive statistics are then presented to show the present state of the collection. The information is directed at the department manager and/or a preservation officer for making decisions regarding allocating future book conservation and preservation budgets

CHAPTER 2

The collection to be studied was selected for examination due to the recognition by the researcher of numerous scarce and limited edition titles in the field of rare books and manuscripts in the Social Science department of TLCPL. These titles were made known to the researcher through information received while completing required coursework in the study of rare book librarianship while pursuing the MLS degree at Kent State University.

The collection is housed in a controlled access mezzanine that is accessible from the main floor reading room by a stairway with a chain barring easy access by patrons, although it is secured on the right side by a simple non-locking spring clip. A sign is posted indicating that access is restricted to staff personnel only. All of the volumes in this examination are designated "reference" and do not knowingly circulate outside the building. Patrons may access the collection by identifying the needed work with the TLM online public access catalog and then requesting a staff member to retrieve the wanted item from the mezzanine area for use on the main floor reading room. Location codes are used in TLM to identify those volumes housed on the mezzanine. The volumes are equipped with Knogo magnetic security strips to prevent their removal from the library. Their use is not formally supervised by the staff and when the patron is finished the books are either left on the reading table for eventual

collection by staff pages or placed by the patron on a book truck identified for this purpose. Pages identify books to be shelved on the mezzanine by the use of small red circular stickers applied to the lower spine. Some older volumes are also stamped or indicated in pencil on the book pocket that the volume should be shelved on the mezzanine. The books examined are held on open wood shelving units that have adjustable shelf heights. One section of these shelves has been arranged to hold 47 folio-sized volumes encompassing the Dewey ranges 010-097. The other books examined are contained in four conventionally arranged shelving units; one holding 121 volumes in the Dewey range 090-099 and the final three examined containing 267 volumes in the Dewey range 010-015.795.

To determine the uniqueness of the collection examined, all of the books within the total population of 496 volumes were examined for a stated limitation of edition size. The size of the edition was not considered in the selection and books were selected that had the simple statement "Limited Edition" to get the widest possible sample within the population. This selection process was necessary because the OCLC library symbols are available only in alphabetical order and can not be further refined by type of library. This necessitates looking up the individual symbol of the institution for each copy located and ascertaining whether it is a public institution before tabulating its inclusion in the raw data. The extreme amount of time

necessary for this undertaking for 496 volumes made it inadvisable to undertake. Additionally, not nearly all of the volumes in the collection studied are rare in number, so this process would be inconclusive for portions of the collection. By choosing the limitation statement as the criteria for further tabulation, it was hoped that their limited number would provide a basis for finding the collection unique for a library of TLCPL's size, type and location.

Besides all public libraries in Ohio, the public libraries in Illinois, Indiana, Michigan and Pennsylvania were selected for comparison to TLCPL's collection. Forty-four of the 496 titles examined were found to have edition limitation statements. Table 1 summarizes the findings of these tabulations.

Table 1

HIGHEST NUMBERS OF VOLUMES AND PERCENTAGES OF VOLUMES FOUND IN FIVE STATE AREA

Library	Number of Volumes	Percentage	Total Collection
TLCPL	44	100.0	1,900,000
Cleveland Public Library	32	72.7	2,234,884
Detroit Public Library	26	59.1	10,767,003
Free Library of Philadelphia	21	47.7	4,916,380
Cincinnati Public Library	17	38.6	4,007,140
Chicago Public Library	9	20.4	11,463,011
Akron Public Library	7	15.9	1,210,000

These figures become more dramatic when the size of the

libraries' respective collections are considered with figures provided by the ALA Directory, 1991-1992. As can be seen by these figures, libraries with much greater holdings, for example Detroit, Chicago, Cincinnati and Philadelphia public libraries, contain considerably fewer titles surveyed than does TLCPL. Additionally, Akron-Summit County Public Library which holds 1,210,000 volumes, the smallest library to make the top seven, contains 15.9% of the 44 titles in TLCPL's collection, even though TLCPL holds just 700,000 more volumes for a total of 1,900,000, ranking it sixth in size of the libraries surveyed. Considering the other end of the size scale, Chicago Public Library, with its 11,463,011 volumes holds just nine titles of the 44 searched for 20.4%.

The highest percentage of volumes surveyed was found in the Cleveland Public Library. Its 2,534,884 volumes contained 32 titles of the 44 owned by TLCPL for 72.7%. This showing is interesting when its size ranking, fifth just above TLCPL, is considered. More interesting is the fact pointed out in chapter 2 that directors of TLCPL during the formative years of this collection development came from the Cleveland Public Library system. Having established the unique nature of this part of their collection, let us now turn our attention to the history of TLCPL and the circumstances that could explain its present existence.

CHAPTER 3

The Toledo-Lucas County Public Library had its beginning in 1838, when the Toledo Young Men's Association established a subscription library that was run by an English church janitor and sexton. Open on Saturday evenings only, a subscription cost two dollars. By 1864, this Toledo Young Men's Association subscription library, now known as the Young Men's Christian Association Library had reorganized as the Toledo Library Association and had moved its operation from a single upper floor room to an entire floor. In 1873, the Ohio General Assembly passed a law allowing free municipal public libraries and the Library Association donated its 4,878 books to the new Toledo Public Library. In addition, the Toledo Board of Education donated 1,320 books to the beginning collection. 1890 saw the opening of a new public library building in the neo-gothic style located on the southwest corner of Madison Avenue and Ontario Street. Urban growth of the city of Toledo necessitated branch libraries for more efficient access of patrons and accordingly between December, 1917 and January, 1918, five branches built with a $125,000 Carnegie grant were opened for service.

The Lucas County Library was organized in 1915 to provide service to residents of the county that resided outside the city limits of Toledo. Many of these libraries were located in schools. However, in 1937, another Carnegie grant helped to build the

Maumee library to serve that community and house the headquarters of the Lucas County library system. Bookmobile service began that year to rural area of the county. Additionally, in 1925, Sylvania, Ohio created a library to serve its clientele separate from the county system.

In 1970, all three of these library systems (Toledo, Lucas County and Sylvania) merged to form the Toledo-Lucas County Public Library. The current system includes the Main Library, located at 325 Michigan Street in downtown Toledo, as well as eighteen branch libraries, two bookmobiles and three correctional institution libraries.

For the purposes of the historical analysis of this collection's development, certain information was gathered during the physical examination of the volumes. During each book's examination, its year of publication and acquisition were noted if stated, as well as the presence of named donor bookplates. TLCPL's acquisition records date back to its inception in 1873. However not all the volumes examined had stamped acquisition dates. In that event, the acquisition number was noted for comparison to the chart located in Appendix 2. This chart was compiled by examining the acquisition records from 1873 to 1951 and indicating the acquisition numbers that fell within each calender year. The stated acquisition number was then located on the chart and the proper year of acquisition assigned to it. Unfortunately,

acquisition records were discarded for the years 1951-73; hence it was impossible to assign accurate acquisition dates for these years. Fortunately, beginning in 1973, acquisition dates were stamped on the book pocket or ownership label. In 1980, TLCPL added all its retrospective records to the new TLM catalog. Since that date, acquisition dates are stamped on the individual volumes.

When entering the data into the spreadsheet, three sets of yearly data were created. First, data was entered on all books by the year of their publication date. Those few volumes (10) without publication dates were entered for physical condition, but not included in the data set of books by year of publication. This data set was used to analyze the physical condition of the collection. Second, all books were tabulated by the year of their acquisition. Those books without an accurate acquisition date (160) were entered for physical condition, but not included in the data set of books by acquisition year. Third, all volumes with known publication and acquisition dates were sorted and arranged by the number of years between their publication date and acquisition date. All of those books (86) with 10 or more years since their publication and acquisition formed the third set of historical statistical data by year.

Bookplates were tabulated by simply counting all those volumes with bookplates and then sorting and counting those named that

occurred more than once. Further statistical analysis was carried out by performing a frequency distribution by 10 year known acquisition date intervals to identify any pattern to the active periods of its donors.

In this manner, it was hoped that an historical picture of the collection's development and those donors active in that development would become apparent when the data was examined. The first graph (Figure 1) shows the frequency distribution of volumes by known acquisition dates in 10 year intervals beginning in 1891 and continuing through 1991. (1991 is graphed as a final 1 year interval.) It is apparent while examining this graph that the largest number of volumes for which the acquisition dates are known peaked in the period from 1941 to 1950, although the apparent beginning of its development occurred in the period from 1921 to 1930. It must be remembered when examining this graph that, unfortunately, 160 volumes in the collection are missing from the period from 1952 to 1973. As stated previously, it is impossible to identify their time of acquisition more accurately than this 21 year period. If this number (160) was divided equally between the periods 1951-60 and 1961-70, the addition of 80 volumes to the graph would still not equal the activity during the period 1941-1950.

The second graph (Figure 2) depicts the frequency distribution of those books acquisitioned 10 or more years after their

publication date by 10 year intervals when the acquisition date is known. This information provided a time pattern of increased retrospective collection development. Before turning to the bookplate information, it is useful to consider the information provided by the preceding two graphs in greater detail. In Figure 2, the period 1921-30 shows the first sizeable acquisition of books ten or more years after their publication date. The decade after saw their purchases decline to be followed by peak activity again in the period from 1941-1950. Since 1950, retrospective collection development has obviously not been of high priority for this collection.

The following table shows the names of those persons responsible for the total operation of the TLCPL from 1884 to the present. By matching these directors to periods of increased activity, it will be possible to identify potential responsibility for the development of the collection.

TABLE 2

DIRECTORS OF TLCPL AND THEIR YEARS OF SERVICE

Frances Jermain	1884-1903
Willis Sewall	1903-1914
Herbert Hirshberg	1914-1922
Carl Vitz	1922-1936
Russell Schunk	1936-1945
Herbert Sewell	1945-1955
Robert Franklin	1955-1970
Lewis Naylor	1970-1977
Ardath Danford	1977-1985
Clyde Scoles	1985-Date

By comparing the dates of service to the periods of greatest acquisition activity, the names of Carl Vitz, Russell Schunk and Herbert Sewell correlate to the years from 1922 to 1955.

Library archives and library board minutes were examine to locate any information which would shed light on these directors' activities relative to the formulation of the collection under study. It was found that Vitz's predecessor, Herbert Hirshberg, came from the Cleveland public library system where he was assistant director. Later, Vitz, then the assistant director at Cleveland and head of the main library and reference department, applied to the Toledo system, probably alerted to the position by Hirshberg, his friend and mentor in Cleveland. Interviews provided information that it was thought both Hirshberg and his friend Vitz were booklovers. If this were true, however, what occurred in the 1920's to allow Vitz to indulge his love of books while his predecessor could not? The library Board financial minutes provided some possible clues to the answer. In 1920 and 1921, repeated requests to the city council of Toledo to vote emergency funds for book purchases were found. In one case, these books had been delivered but the supplier had not been paid. The budget for new book purchases for the year 1922 was $15,000, but by 1923, that figure had increased dramatically to $46,000. This increase was possible for two reasons. First, effective in 1923, Toledo Public Library became a school district library which enabled the library to share in the school's tax

revenues while at the same time passing a bond issue for additional new book purchases. Vitz's letter to the President of the Toledo Board of Education dated September 5, 1922, spoke of the massive need to bolster the lagging collection with purchases after the many years of inadequate book funds. On October 27, 1922, during the Board meeting, Vitz requested that $4,000 dollars that was a surplus in the salaries fund be transferred to the book fund to pay suppliers. The very next year, these worries were gone and Vitz would oversee a book acquisition budget of $46,000.

Within a few years, another boon to the Toledo Public Library was to occur. Through Vitz's cultivation of a wealthy Toledo industrialist, Edward Drummond Libbey, a sizeable bequest was left to the library upon his death. Libbey was one of the founders of the Libbey Owens Ford glass company which for years produced all the automobile plate glass for American cars. According to Libbey's last will and testament, the sum of $100,000 was made a perpetual endowment, the interest from which to be used to purchase non-fiction books. The will called for the use of bookplates on all books purchased with this fund and further stipulated that the books, when deemed no longer useful, could be sold and the proceeds treated as income by the library. Interviews and an examination of pertinent archival materials could not determine when the general purchase of non-fiction books was modified. However those interviewed indicated that the

fund was and is currently used to purchase books of permanent reference value only. Additionally, these purchases were and are primarily books whose cost would make it difficult acquire using the regular departmental book budget funds.

As the period of increased acquisition activity in this collection commenced, another outside factor also helped its formation. The early years of the 1930's saw the full effect of the depression then gripping the entire economy. Vitz, according to one person interviewed, used the Libbey Fund to take advantage of the circumstance existing in which many valuable books came on the market at extremely reasonable prices. Although it was not part of the survey collection, this researcher examined a four volume folio set of Giovanni Battista Piranesi's Le Antichita Romane printed in Rome in 1756, purchased during Vitz's tenure as director as an investment and never formally acquisitioned by the library. A set similar to this sold in US dollars for nearly $11,500 at auction on July 22, 1987.[1] A value of $15,000 or more at the present time would be considered a fair evaluation by experts. Figure 2 shows a downturn in the number of volumes purchased 10 or more years after their publication date during the period 1931 to 1940. However Figure 1 indicates that the increase in purchases for the survey collection was still increasing. In 1937, Russell Schunk replaced Vitz as library

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[1]Katherine Kyes Leab and Daniel J. Leab, eds., American Book Prices Current 1987, vol.93, (Washington, Conn.:Bancroft-Parkman, Inc, 1987), 868.

director. Interviews revealed that Schunk was an attorney in addition to being a librarian and his collection development efforts were concentrated in the field of business. Correspondingly, the first half of the period from 1941 to 1950 saw a decrease in the number of volumes added to the collection, both due to World War II's printing restrictions and tighter acquisition budgets. However, in 1945, Herbert Sewell took the helm of the library and began the most active period of acquisition for the survey collection.

Sewell's interest in retrospective collection development is thoroughly demonstrated in a staff memorandum to department and division heads, dated February 26, 1948, that details the importance of rare, second-hand and out-of-print book catalogs. A copy of the entire memorandum is contained in Appendix 3. He states that they are as important a source for needed acquisitions as current in-print catalogs and need as much attention. They should be passed along through the use of the book routing slip as soon as possible and stipulates that any title long sought or urgently wanted could be rush ordered. He then interestingly mentions that he or the head of the order department may check certain titles as possible purchases if they are not presently part of the collection. He wanted call numbers placed in the margins of these checked titles; otherwise if purchase was requested the word "want" should be placed next to the item. As has been previously noted, the Libbey Fund was

available for books that were overly expensive although no mention of its availability was noted in the memorandum. It would appear that Sewell was heavily involved in the effort to acquire this class of library materials, as demonstrated by the peak activity of both normal and retrospective development of the collection during this period.

Robert Franklin came to the Toledo Public Library in 1955. Although remembered as interested in the bibliographical side of librarianship, perhaps due to the fact that his Bachelor's Degree in Library Science was from Columbia University, the data needed for an analysis of his tenure as director is not available. He was interested in reference services, however, and oversaw the dispersion of the reference service, which up until that time was one department that held all reference materials regardless of their Dewey class number. Under his direction, the books of this department were placed in the appropriate departments of main library. The survey collection remained intact where it is today located, in the Social Sciences Department. Lewis Naylor replaced Franklin in 1970, the year that saw the merger of the Toledo Public Library with those of Lucas County and Sylvania, Ohio to form the present Toledo-Lucas County Public Library system. Since 1973, when acquisition dates are again available, little has been done in retrospective collection development of the survey collection. However as can be seen in Figure 1, the addition of current materials to the collection continues on an

upward trend.

Turning to the individual donors whose generosity made parts of this collection possible, it is necessary to examine the number of individuals represented by commemorative or donor's bookplates and to tabulate the number of bookplates assigned to each donor to gain insight into their relative importance to the development of the collection. Frequency distributions were then performed by acquisition date to identify those periods with significant donor activity relative to the collection's development. The following table shows a breakdown of all the books in the survey collection that had bookplates and the number of each.

TABLE 3

CENSUS OF NAMES AND NUMBERS OF BOOKPLATES
IN THE SURVEY COLLECTION

Name on Bookplate	No. of Bookplates
Ainsworth	1
Anonymous	6
Carnegie	8
Kent	9
Kalmbacher	1
Kiesar	1
Libbey	98
Spitzer	2
Swegan	1
TOTAL	127

It immediately becomes apparent that the bequest of Edward

Drummond Libbey was responsible for the purchase of 98 of the 496 examined or 19.8%, certainly a powerful force in the building of the collection. Besides Libbey, Elizabeth Kent, a former staff member of TLCPL from 1884 to 1900, willed a bequest to the library for the purchase of books. The Carnegie Corporation provided funds in 1934 for the purchase of 8 issues of The Colophon: A Book Collectors' Quarterly. The other bookplates are commemorative in nature, given in remembrance of staff or board members or members of the Friends of the Library group.

Having identified Libbey as the major benefactor of the collection, what more can be learned of his involvement in the library? Miriam Bender who worked in the order department during Mr. Vitz's tenure reminisced about this period in In Their Own Words: An oral history of library service in Lucas County:

> The only thing that saved us during the depression was the Libbey Fund. There were other funds, too, but actually during the Depression the only money we had to spend for books was the Libbey Fund. And that came as a result of Mr. Vitz's interest in Libbey and in the Museum, and the money was left to us. We could buy anything but fiction or periodicals.[2]

Information on how Vitz convinced Libbey to make his bequest to the library could not be found in the archives and interviews produced no further information regarding this important event in

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[2]Tana Mosier Porter, In Their Own Words, An oral history of library service in Lucas County (Toledo: Toledo-Lucas County Public Library, 1988), 22-23.

the history of the collection under study.

Bender's feelings regarding the importance of the Libbey Fund during the Depression are born out by the frequency distribution of volumes with Libbey bookplates (Figure 3) and similarly with Figure 4, the frequency distribution of volumes with Libbey bookplates acquired 10 or more years after their publication dates. For example, during the period 1941 to 1950, 24 of the 28 books purchased ten or more years after their publication date were purchased with Libbey funds. Examining the broader picture of his contributions to the collection during this period, the Libbey Fund was responsible for the acquisition of 30 out of a total acquisition of 112 volumes during this same period, more than 25%. Certainly, then, one important aspect of this unusual collection's development has been the monetary support provided by Libbey's generous gift.

CHAPTER 4

The purpose of performing the preservation examination of the collection was to conduct a "biliotriage," to use a term coined by Wesley Boomgaarden, Preservation Officer for the Ohio State University Libraries, to determine its overall condition, while at the same time identifying the number of volumes that needed care as soon as possible and identifying what conservation measures were needed. By placing the various physical problems of the books in a hierarchy of condition categories, those with the most serious defects could be grouped together and studied independently of other volumes whose condition merited attention, but at a reduced priority.

The studies found in the literature regarding preservation are surveys. The present study is a census, that is an examination of each volume within the population studied. Surveys, by contrast, such as those undertaken in the Yale Study[3], examine entire collections by using sophisticated sampling methods to obtain the most accurate figures possible for extrapolation to the collection as a whole. Since it is prohibitively time-consuming and expensive to examine every book in a library's collection, these surveys are very useful in determining where problem areas of the collection may exist and forecasting the

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[3]Gay Walker and others, "The Yale Survey: A Large-Scale Study of Book Deterioration in the Yale University Library," College and Research Libraries 46 March 1985): 111-132.

budget needed to treat the affected collection. For a medium or small public library, however, operating without a designated full-time preservation officer, this method of determining collection condition is complicated and expensive. Additionally, due to the differences in the nature of the collections between large research institutions and public library collections, its relevancy to needs are questioned. By using readily available spreadsheet software and a IBM compatible computer with a hard drive, public libraries can identify small portions of their collections for intense scrutiny, therefore making the most efficient use of their much smaller preservation or book conservation budgets. By utilizing the knowledge of department heads, specific portions of the collection, local history or genealogy for example can be singled out and examined one-by-one to gain a complete record of exactly what problems exist and what it will cost to alleviate them.

The present census was modeled on the Yale Study and the Wellesley, Massachusetts Public Library study. The type of data collected encompassed item descriptors such as call number, author, title, publication date, year of acquisition, and named bookplate, if any. The physical condition included a number of factors: missing, ripped or torn pages, the presence of non-archival adhesive tape, brittle paper, loose boards, loose covers or spines, cracked or weak hinges or spines, loose or detached gatherings, mold, underlining, marginalia, food stains, foxing,

water stains, yellowing and soiling. These were selected based on those used by the aforementioned Yale study, but modified for the use of a public library by taking into account factors used in the only published account located of a public library survey: that conducted by the Wellesley Free Library of Wellesley, Massachusetts.[4] Environmental damage tabulated included evidence of mold, water stains, fading, age yellowing of text and foxing, the discoloration of the paper in a book consisting of light brown spots caused over time by iron particles in the paper or fungus or both. The durability or brittleness of the paper was tested using the two-fold test described and used in the Yale study:

> The test for embrittlement is fairly objective: the corner of a page was folded back and forth four times (two double folds). If the corner broke off after one double fold, the paper was considered extremely brittle; after two double folds, brittle.[5]

For the purposes of this survey, the brittleness of paper was not divided into the two catagories of brittleness. If the paper was not intact after two double folds it was simply identified as

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[4]Anne L Reynolds, Nancy C. Schrock, and Joanna Walsh, "Preservation: The Public Library Response," Library Journal, 114 (15 February 1989): 128-132.

[5]Gay Walker and others, "The Yale Survey: A Large-Scale Study of Book Deterioration in the Yale University Library," College and Research Libraries 46 (March 1985): 119.

being brittle.

The defects noted were placed into three categories reflecting their decreasing importance: category 1 had the most serious defects. This category included missing or torn pages, adhesive tape, brittle paper, loose covers or spines, cracked hinges, loose or detached gatherings and a miscellaneous category. These categories were selected because most of these defects can be addressed by in-house book conservation personnel. Brittle paper was included in this category because it cannot be repaired or rebound easily, is susceptible to damage from heavy use and photocopying and does not generally benefit from deacidification treatments.

Category two contains evidence of mold, weak hinges and books that should be photocopied only under the supervision of the staff due to the condition of the binding or the paper. Additionally, there is a miscellaneous category for those conditions fitting the criteria of category two that are not listed. These criteria, while serious, can be addressed with a lower priority than category one conditions. While using the collection this researcher determined that mold, if found upon closer examination, would be of a minor nature and alleviated by a thorough cleaning after the examination.

Category three contained those conditions that indicate misuse

and aging, though not of a nature that treatment is necessary. These conditions were underlining, marginalia, food stains, foxing, water stains, yellowing, soiling and a miscellaneous category that included the presence of an oversewn textblock during rebinding. While a strong method of leaf attachment, it is not a desirable method because it necessitates the use of 5/16" of the inner margin resulting in poor openability and damage during photocopying. Additionally, embrittled paper breaks off at the sewing edge causing a loss of text and can rarely be rebound.

The physical examination of the books was conducted in the mezzanine area. The books were removed from the shelves ten at a time and taken to a table where they were dusted, the covers wiped with a soft dry cloth and then examined using the field examination form found in Appendix 4. After the shelf was dusted, the books were replaced as each group of ten examinations were completed. Books with no physical faults were noted by not checking any of the condition faults on the field examination form.

To form a picture of the age of the collection, a frequency distribution was performed on the entire collection by publication date in twenty year intervals. Figure 6 shows that the collection included books published in the early part of the nineteenth century. Additionally one determined that the bulk of

the collection was published since 1930, reflecting its recognition as having permanent reference value. Rarely weeded, these materials went out-of-print quickly and were difficult, time-consuming and expensive to replace. Even so, however, 129 of the 486 volumes surveyed (10 volumes were undated) or 25.5% were published before 1931. Clearly the age of this collection must be considered as an important factor in its condition. The Wellesley survey cited previously found 86% of their sample was published after 1960.[6] In the case of the collection under study, 216 or 44.4% were published after 1950.

Figure 5 depicts the overall condition of the collection by category. The largest portion of the collection (43.5%) was affected by Category One conditions. However 36.1% were found to be in excellent condition with no defects noted whatsoever. Put another way, 56.4% of the collection needed no immediate conservation or preservation treatment. Looking at the Yale survey results in the category most similar to the collection under study, it was found that of their survey of reference materials, 90.7% needed no treatment. Two factors account for this disparity in results. First, the Yale study did not indicate an age for the books examined, so it is likely that of their 300 samples in a 18,000 volume population, the average age of those surveyed was much younger than those of TLCPL. Second,

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[6]Anne L. Reynolds, Nancy C. Schrock, and Joanna Walsh, "Preservation: The Public Library Response", Library Journal 114 (15 February 1989): 129.

the Yale survey did not count as books needing immediate attention those with brittle paper, as long as the books were intact. For the survey at TLCPL, the presence of brittle paper was included for the use of the department head in making weeding decisions or for providing protective enclosures for the affected volumes.

Turning to the numbers of volumes affected, the following table provides a breakdown of the total collection by preservation category:

TABLE 4

NUMERICAL BREAKDOWN OF VOLUMES BY PRESERVATION CATAGORIES

Preservation Category	No. of Volumes
Category 1	216
Category 2	25
Category 3	81
None	174
TOTAL	496

A graphic representation of this numerical breakdown is provided in Figure 6.

Turning to the problems within each category, Figure 7 provides a bar graph of percentages by conditions in catagory 1. Certainly the most distinctive feature of this graph is the 68% occurrence

of embrittled paper within this category. Overall, embrittled paper was found in 41% of the total collection. This was the single largest problem found in the collection overall and the most expensive with which to deal. Once paper has become brittle, the options for preservation treatment are greatly diminished. Rebinding is usually impossible because a suitable method of leaf attachment for embrittled paper is not available. Deacidification processes, while halting the deterioration of paper, does not return its original strength and durability. Short of deacidification and page encapsulation with post bindings, an extremely expensive treatment, the only other alternatives for preservation treatment are reformatting to microfilm, preservation xerography or the use of phase boxes to protect the affected volumes until their eventual self-destruction and deaccessioning.

Continuing the evaluation of the volumes found in category 1, the following table isolates the total number of defects found in that category with their percentages by category and by the total collection.

TABLE 5

NUMERICAL AND PERCENTAGE BREAKDOWNS OF CATEGORY 1 DEFECTS

Defect	Number	% of Category	% of collection
Missing Pages (MP)	1	.3	.2
Torn Pages (TP)	13	4.3	3.1
Adhesive Tape (AT)	3	.9	.7
Brittle Paper (BP)	206	68.0	49.0
Loose Covers (LC)	8	2.6	1.9
Loose Spines (LS)	6	1.9	1.4
Cracked Hinges (CH)	24	7.9	5.7
Loose Gatherings (LG)	23	7.6	5.5
Detached Gatherings (DG)	2	.6	.4
Other (O1)	16	5.2	3.8

The remainder of the defects noted under category 1 of the collection are defects that can be treated with appropriate in-house conservation techniques at a minimum of cost.

Turning to category 2 conditions, weak hinges are the most prevalent observed defect, although eleven volumes were found that should be limited to supervised photo-copying due to their illustrations or method of binding. Weak hinges can be repaired in house for little cost, but pose no serious detriment to continued use at this time due to the low use of the collection. The following table breaks down these findings by number and percentage for the category and the total collection.

TABLE 6

NUMERICAL AND PERCENTAGE BREAKDOWNS OF CATEGORY 2 DEFECTS

Defect	Number	% of Category	% of Collection
Mold (MO)	0	0	0
Weak Hinges (WH)	14	48	2.8
Archival Photocopy (AP)	11	37	2.2
Other (O2)	4	13	.8

Since category 2 volumes appeared in only 5% of the collection, it obviously is not a category that would need immediate implementation of its findings; however, when possible a minimum of effort and cost could alleviate the problems found therein. See Figure 8 for a bar graph of percentages by defect of catagory 2.

Category three conditions were also minimal with one exception. During the examination, it became apparent that a number of volumes in the collection had been rebound using an oversewn technique of leaf attachment. Although this condition by itself is not an overt preservation concern unless the paper is embrittled, the researcher chose to keep a count of the number of volumes that were found to be oversewn without brittle paper. The reason for this was the belief that knowing how many and which volumes were oversewn would aid the department head in formulating future preservation strategy. These occurrences were placed in the "other" category of category 3 conditions. The following table shows the numerical and percentage breakdowns of

category three conditions relative to the category and the collection as a whole. Figure 9 provides a bar graph of this catagory by percentages of defects.

TABLE 7

NUMERICAL AND PERCENTAGE BREAKDOWNS OF CATEGORY 3 CONDITIONS

Defect	Number	% of Category	% of Collection
Underlining (UL)	0	0	0
Marginalia (MA)	0	0	0
Food Stains (FS)	0	0	0
Foxing (FX)	3	3.5	.6
Water Stains (WS)	3	3.5	.6
Yellowing (YL)	0	0	0
Soiling (SO)	14	16.0	2.8
Other (O3)	65	76.0	13.0

To better gain an overall picture of how each of these conditions contribute to that part of the collection identified as having defects, the following table shows the numbers and percentages of defects as a part of the total collection with defects.

TABLE 8

NUMERICAL AND PERCENTAGE BREAKDOWNS OF TOTAL DEFECTS

Defect	Number	% of Total Defects
Missing Pages (MP)	1	.2
Torn Pages (TP)	13	3.1
Adhesive Tape (AT)	3	.7
Brittle Paper (BP)	206	49.0
Loose Covers (LC)	8	1.9
Loose Spines (LS)	6	1.4
Cracked Hinges (CH)	24	5.7
Loose Gatherings (LG)	23	5.5
Detached Gatherings (DG)	2	.4
Category 1 Other (O1)	16	3.8
Mold (MO)	0	0
Weak Hinges (WH)	14	3.3
Archival Photocopy (AP)	11	2.6
Category 2 Other (O2)	4	.9
Underlining (UL)	0	0
Marginalia (MA)	0	0
Food Stains (FS)	0	0
Foxing (FX)	3	.7
Water Stains (WS)	3	.7
Yellowing (YL)	0	0
Soiling (SO)	14	3.3
Category 3 Other (O3)	65	15.0
TOTALS	416	98.2*

* Does not include fractional differences of 1.8%.

The percentages shown in this table indicate that the condition of the collection is good. The incidence of brittle paper is in expected limits for a collection of its age, yet damage caused by environmental and biological agents is low and can be treated with existing in-house methods. One reason for this low percentage is the fact that the collection is protected by reason of its location. Another is the fact that it is little used in the day-to-day conduct of the reference service within the Social

Science Department.

Figure 10 provides a four line frequency distribution of all volumes with defects by their year of publication plotted in twenty year intervals. The Category 2 and 3 frequencies closely follow the increases to the collection of volumes in those publication years. However, the incidence of brittle paper shows that it was of a higher frequency than other conditions relative to the same publication dates. Paper produced by means that caused embrittlement began to appear in the 1850's when ground wood was pulped for use as the necessary fibers in papermaking machines. Wood pulp necessitated the use of alum resin sizings or coatings and bleach was used to make the paper white. Over time, sometimes a relatively short time, the combination of these factors caused paper to become embrittled.[7]

Alarms were sounded in the early 1970's with calls for new archival standards for paper and surveys such as those conducted at the New York Public Library, the Library of Congress, Stanford University Library in the late 1970's and then again at Yale in 1985, reinforced the notion that library collections faced the danger of deteriorating books due to acidic paper and paper embrittlement. New standards for archival quality paper began to

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[7]Wesley Boomgaarden, "'Inherent Vice' or Introduction to the Composition and Materials of Library Materials (with a concentration on books and paper)" (Lecture presented September, 1990, Kent State University School of Library Science, Columbus, Ohio.

have their effect on publishing in the middle and late 1970's.

However the real thrust for converting acid paper mills to alkaline was primarily due to the environmental movement of the 1970's and 1980's. Alkaline paper mill processes are much less polluting than acid processes. Considering the present political and ecological climate and the fines now being levied by the Environmental Protection Agency, it simply is more economical to convert these plants to alkaline processing.[8] This trend is graphically illustrated by referring to Figures 11 and 12. Figure 11 is a frequency distribution of the total volumes in the collection examined by acquisition date in twenty year intervals. Two facts become apparent when comparing this graph to that of Figure 12, the frequency distribution of defects noted by publication date in twenty year intervals. First, beginning in 1870, a rise in defects can be noted out of proportion to the volumes accessioned during the same period. Second, although the rate of acquisition has increased from the period 1951 to 1990, corresponding defects noted during the examination have diminished. Certainly, part of the reason for this reduction is due to the fact that the volumes purchased since 1951 are newer and therefore will not show the same amount of deterioration than one published in 1812. However for those volumes with brittle paper more analysis is needed.

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[8]Ibid.

To further analyze the relationship between the year of publication and the incidence of brittle paper, a frequency distribution of all volumes with brittle paper was performed by publication date within twenty year intervals (Figure 13). Then the percentage of brittle volumes by publication date within twenty year intervals was placed on a line graph (Figure 14). The results indicate that the period from 1871 to 1890 had the highest incidence of brittle paper by percentage with the interval 1851 to 1870 following close behind (100% and 86% respectively). The percentage of books in the collection published between the years 1931 and 1950 is 64% although a large part of the collection's books fell within that publication date range and caused the large number of defects noted within that range. Although the period from 1931 to 1970 still used large amounts of acidic paper for book materials, the percentage within the collection is lower than at earlier times. One possible explanation for this is the possibility that the subject matter of the books being purchased at that time, that is fine and rare books and manuscripts, may have dictated printing more often on better quality rag paper. Even so, the graph based on the Yale Study that provided the percentage of books surveyed that were brittle by date, follows the same general pattern as Figure 12. The one exception is the period from 1831 to 1850, a publication period not represented in the population surveyed.

It is hoped that this method of statistical analysis for the

physical condition of small collections can be utilized by small and medium-sized public libraries to further their needed preservation efforts. By identifying those segments of the collection that represent works of permanent reference value and/or unusual or unique collections and examining them closely, budget requirements can be honed for their most effective use of the collection overall. With the addition of cost estimates for various repairs, both labor and materials, very close estimates can be generated with the help of a computer and spreadsheet software of the total cost of preserving the collection examined. In 1988 there were 30,717 public library systems in the United States with an additional 9,094 branch libraries according to US government statistics. By seeking out those collections within these libraries that are deserving of preservation activities and identifying their needs, librarians and administrators can take the first step toward fulfilling their responsibilities toward ensuring the long-term availability of their patrons' cultural, intellectual, historical and social heritage.

APPENDIX 1

INTERVIEW QUESTIONS

Question 1. What is your name and when and how are you connected to the collection being studied?

Question 2. How was the collection formed or if it was in existence, how large was it and where was it housed?

Question 3. Why was the collection formed?

Question 4. What specific instructions were you given to build, maintain and provide access to the collection?

Question 5. How was the collection funded?

Question 6. What individuals were connected with its formation?

Question 7. What other individuals besides yourself may have knowledge of this collection?

Question 8. What other information do you have regarding this collection?

Question 9. Can you suggest the names of any other persons who might have information regarding this collection?

APPENDIX 2

ACQUISITION NUMBERS BY YEAR

Year	Acquisition Numbers
1873	1-6147
1874	6148-6727
1875	6728-9002
1876	9003-11703
1877	11704-12438
1878	12439-12774
1879	12775-13257
1880	13258-13427
1881	13428-14162
1882	14163-15153
1883	15154-15900
1884	15901-17182
1885	17183-18781
1886	18782-19915
1887	19916-21835
1888	21836-23547
1889	23548-24971
1890	24972-26289
1891	26290-28317
1892	28318-29640
1893	29641-30329
1894	30330-31200
1895	31201-31900
1896	31901-33107
1897	33108-35924
1898	35925-38677
1899	38678-42561
1900	42562-44441
1901	44442-47822
1902	47823-48657
1903	48658-51081
1904	51082-57599
1905	57600-67856
1906	67857-75707
1907	75708-83674
1908	83675-90608
1909	90609-96246
1910	96247-102410
1911	102411-109747
1912	109748-118148
1913	118149-124267
1914	124268-130428
1915	130429-136422
1916	136423-141363
1917	141364-167208
1918	167209-182289

1919	182290-208296
1920	208297-227107
1921	227108-238665
1922	238666-251733
1923	251734-283655
1924	283656-318325
1925	318326-345674
1926	345675-373690
1927	373691-403249
1928	403250-436656
1929	436657-473186
1930	473187-507088
1931	507089-531771
1932	531772-554144
1933	554145-577700
1934	577701-606560
1935	606561-630141
1936	630142-654288
1937	654289-682137
1938	682138-705329
1939	705330-729672
1940	729673-749972
1941	749973-785695
1942	785696-810635
1943	810636-833729
1944	833730-856818
1945	856819-880347
1946	880348-908588
1947	908589-935389
1948	935390-963182
1949	963183-993286
1950	993287-28259A
1951	28260A-31257A

APPENDIX 3

MEMORANDUM TO DEPARTMENT AND DIVISION HEADS

Catalogues listing rare, second-hand, or out-of-print titles are frequently sent to Department and Division Heads with a BOOK CATALOG ROUTING SLIP. These catalogues represent an important source of needed material and are as deserving of attention as current publications.

It is important that these catalogues be passed on to the next department as soon as possible since in most cases only one copy is available. Should it occur that a title long sought or urgently wanted be found, notify the Order Department at once and a rush order will be sent. Any additional items can be ordered after the catalogue has finished its route.

The Librarian or Head of Order Department may check certain titles or sections in these catalogues. The purpose of this check is to invite attention to those titles as possible purchases if we do not have them. All titles so checked should be searched and call number noted in margin if we have. If purchase is requested, please indicate clearly by writing the word "Want" beside the entry and add initials. In the case of periodicals, indicate (on separate slip, if necessary) what volumes the Library has, in addition to the volumes requested for purchase. In some cases no items may be checked for your attention, in which case the Department or Division Head will peruse the catalogue, or pertinent sections, for desired titles.

The following may be factors to consider in checking these titles: Added copy needed? Condition of our copy? Later edition? In Print?

It is true that condition is a point to be considered in making such purchases. However, most dealers are careful to describe condition of volumes offered for sale. When in doubt feel free to consult the Librarian or the Head of the Order Department.

Herbert M. Sewell
Librarian

2/26/48

APPENDIX 4

FIELD EXAMINATION FORM

Dewey Classification Number:

Title:

Author:

Year of Publication:

Year of acquisition:

Preservation catagories:

Presence of Bookplate:

___No ___Yes: Name_____

Category 1	Category 2	Category 3
___Missing page(s)	___Mold	___Underlining
___Torn pages	___Weak hinges	___Marginalia
___Adhesive tape	___Archival Photo-copy only	___Food stains
___Brittle Paper		___Foxing
___Loose covers	___Other_____	___Water stains
___Loose spines	_____	___Yellowing
___Cracked hinges		___Soiling
___Loose gatherings		___Other_____
___Detached gatherings		_____
___Other_____		
_____		

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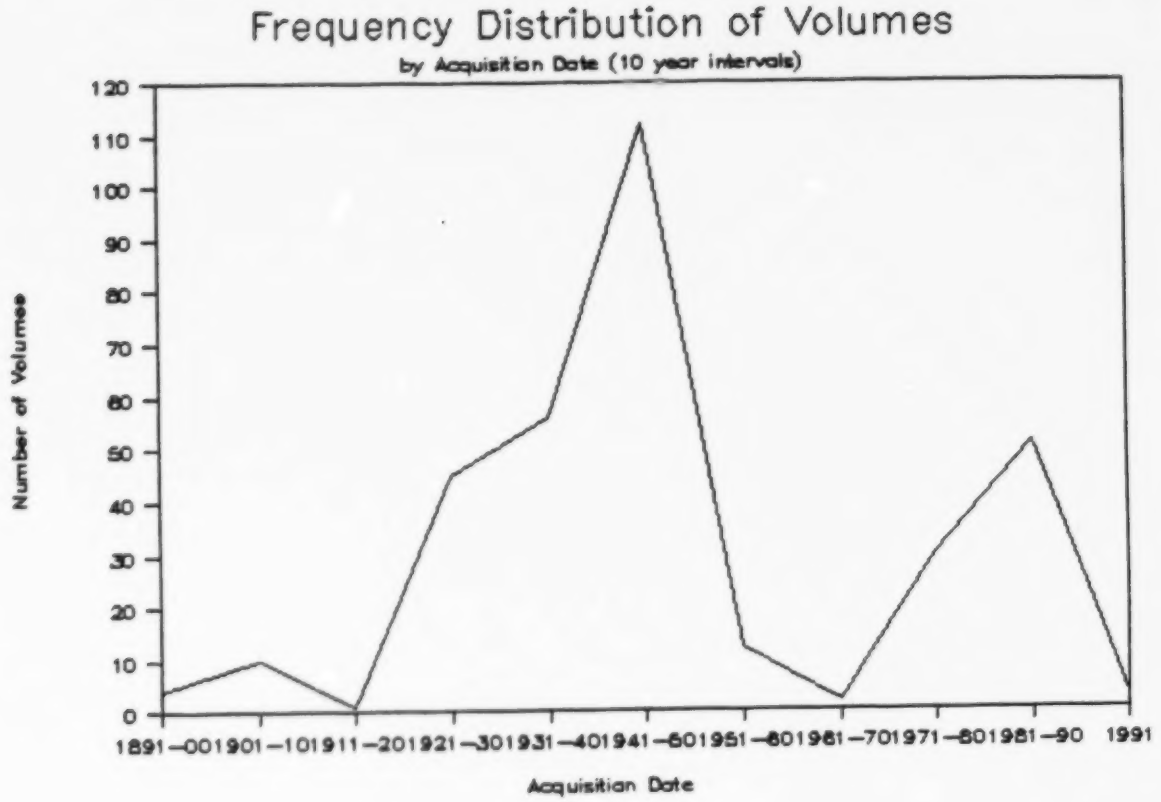

Frequency Distribution of Volumes
by Acquisition Date (10 year intervals)
Number of Volumes
120
110
100
90
80
70
60
50
40
30
20
10
0
1891–001901–101911–201921–301931–401941–501951–601961–701971–801981–90 1991
Acquisition Date

Figure 1

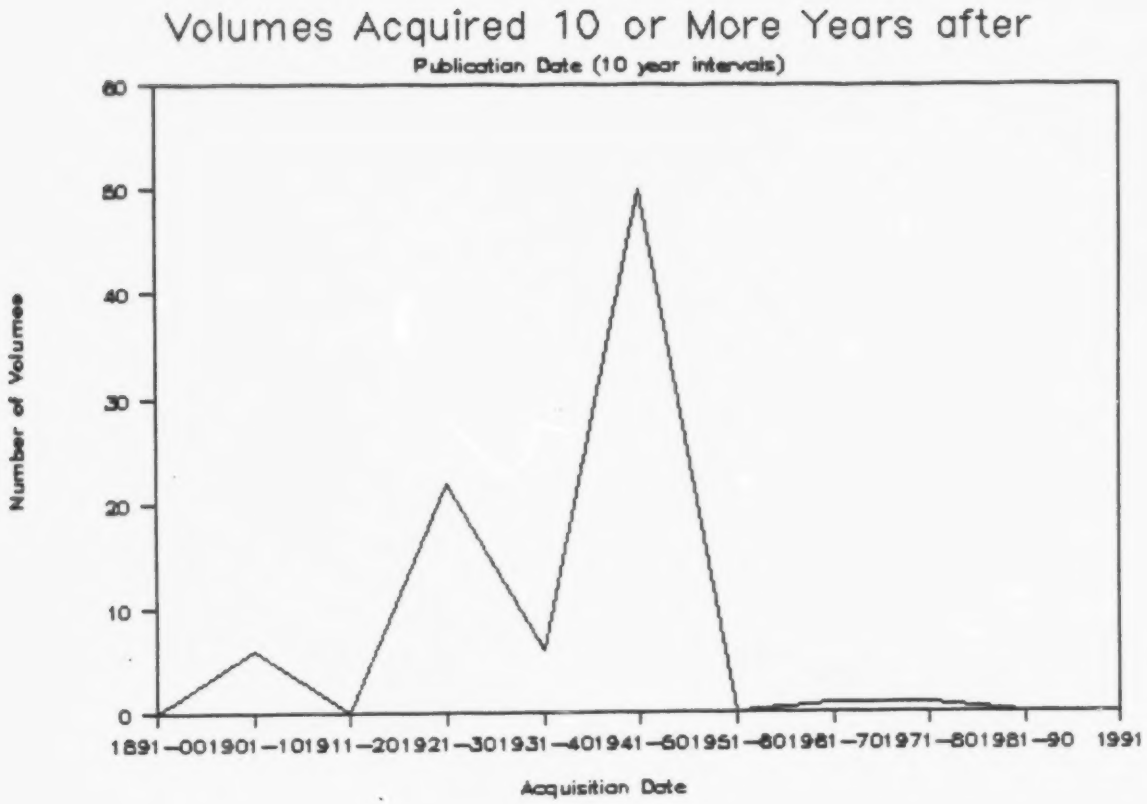

Volumes Acquired 10 or More Years after
Publication Date (10 year intervals)
Number of Volumes
60
50
40
30
20
10
0
1891–001901–101911–201921–301931–401941–501951–601961–701971–801981–90 1991
Acquisition Date

Figure 2

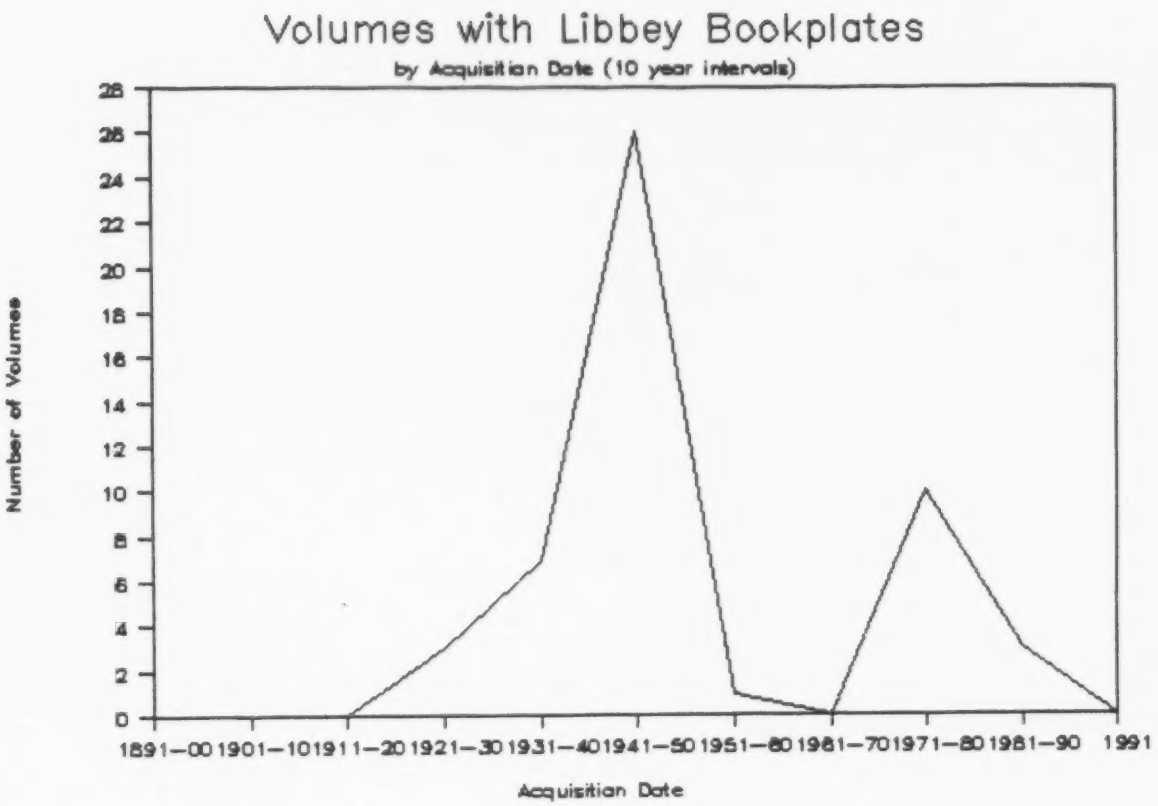

Volumes with Libbey Bookplates
by Acquisition Date (10 year intervals)
Number of Volumes
0
2
4
6
8
10
12
14
16
18
20
22
24
26
28
1891–00
1901–10
1911–20
1921–30
1931–40
1941–50
1951–60
1961–70
1971–80
1981–90
1991
Acquisition Date

Figure 3

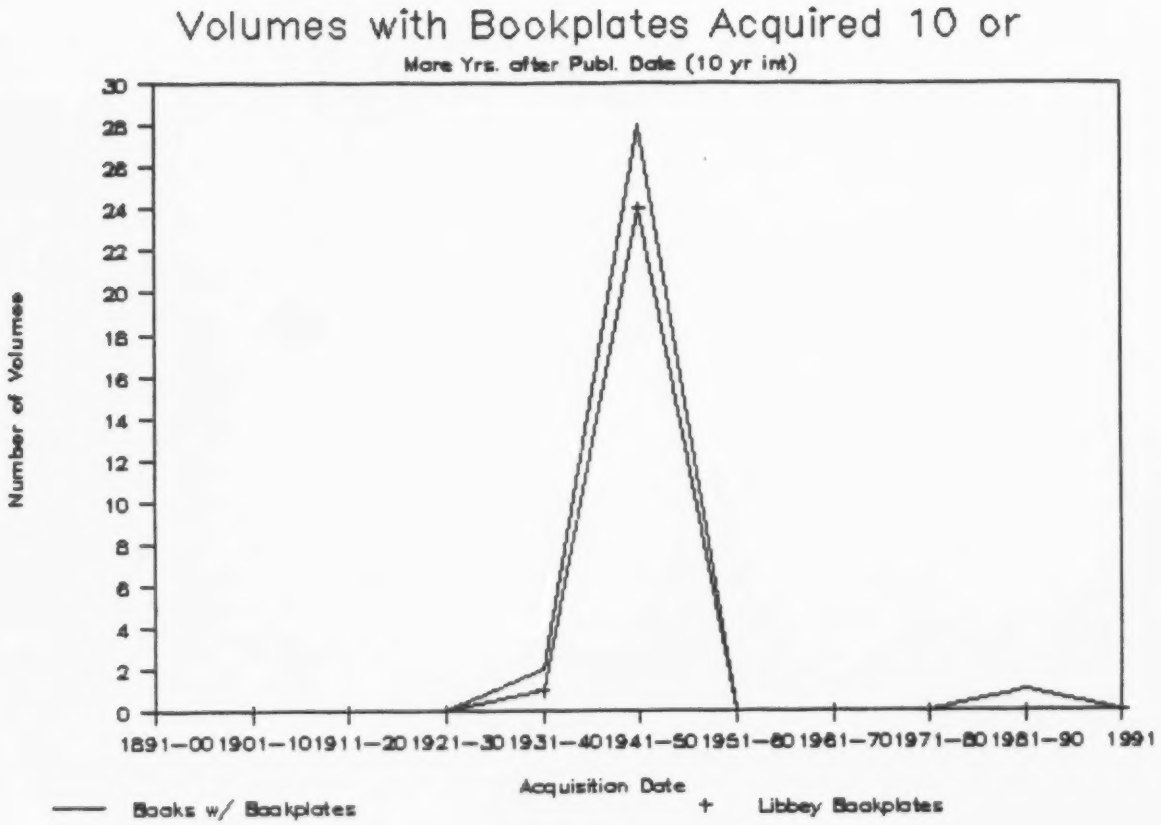
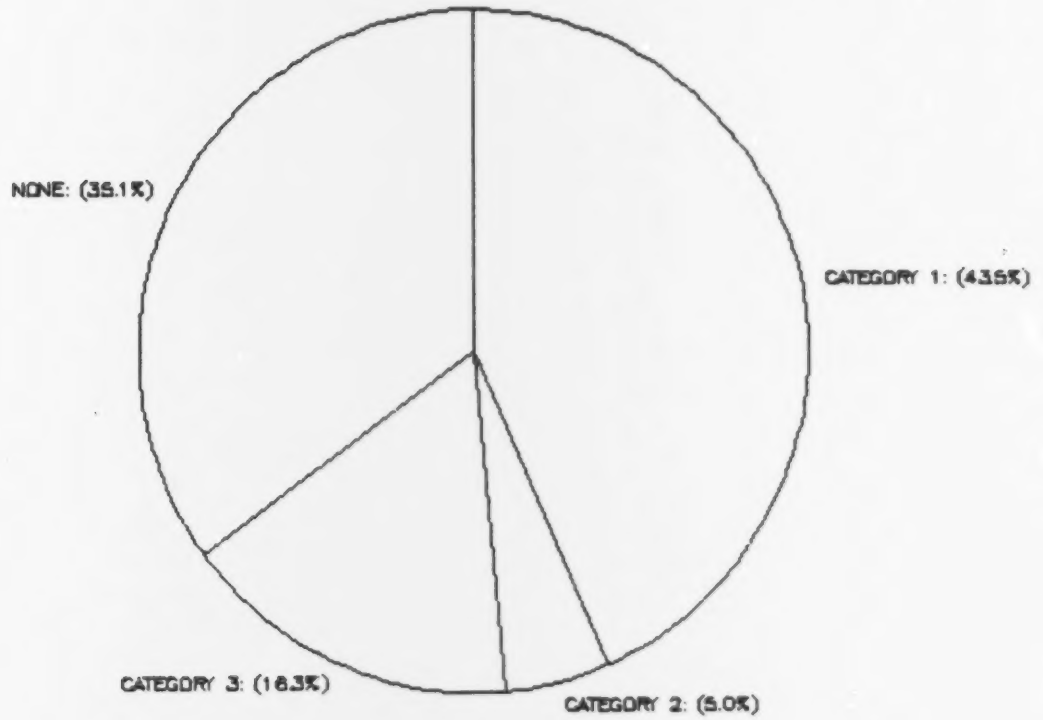

Volumes with Bookplates Acquired 10 or
More Yrs. after Publ. Date (10 yr int)
Number of Volumes
30
28
26
24
22
20
18
16
14
12
10
8
6
4
2
0
1891-00 1901-10 1911-20 1921-30 1931-40 1941-50 1951-60 1961-70 1971-80 1981-90 1991
Acquisition Date
Books w/ Bookplates
+ Libbey Bookplates

Figure 4

Overall Condition of Volumes by Category

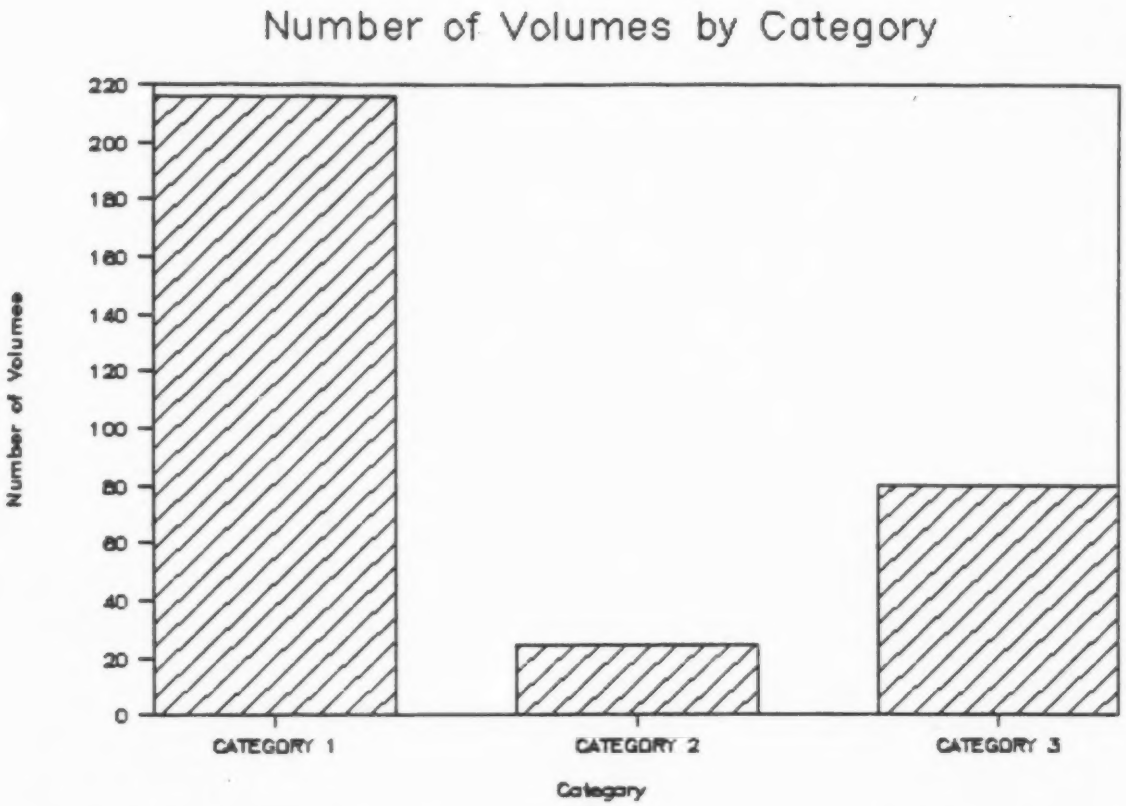


Category 1 contains the most serious preservation problems and includes missing and/or torn pages, the presence of non-archival adhesive tape, brittle paper, loose covers and/or spines, cracked hinges, loose and/or detached gatherings and other.

Category 2 contains preservation concerns of a medium priority and includes mold, weak hinges, recommendations for archival photocopying only and other.

Category 3 contains the least serious preservation conditions and includes underlining, marginalia, food and/or water staining, foxing, yellowing, soiling and other.

Figure 5



Category 1 contains the most serious preservation problems and includes missing and/or torn pages, the presence of non-archival adhesive tape, brittle paper, loose covers and/or spines, cracked hinges, loose and/or detached gatherings and other.

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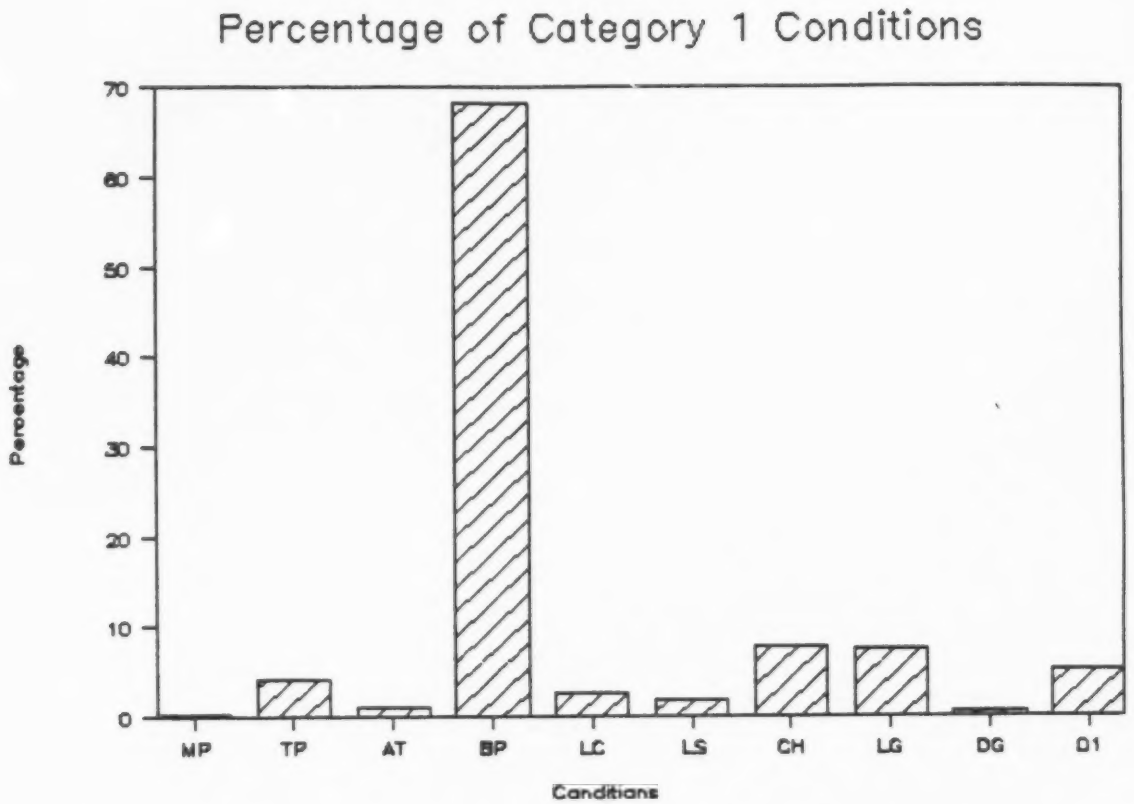
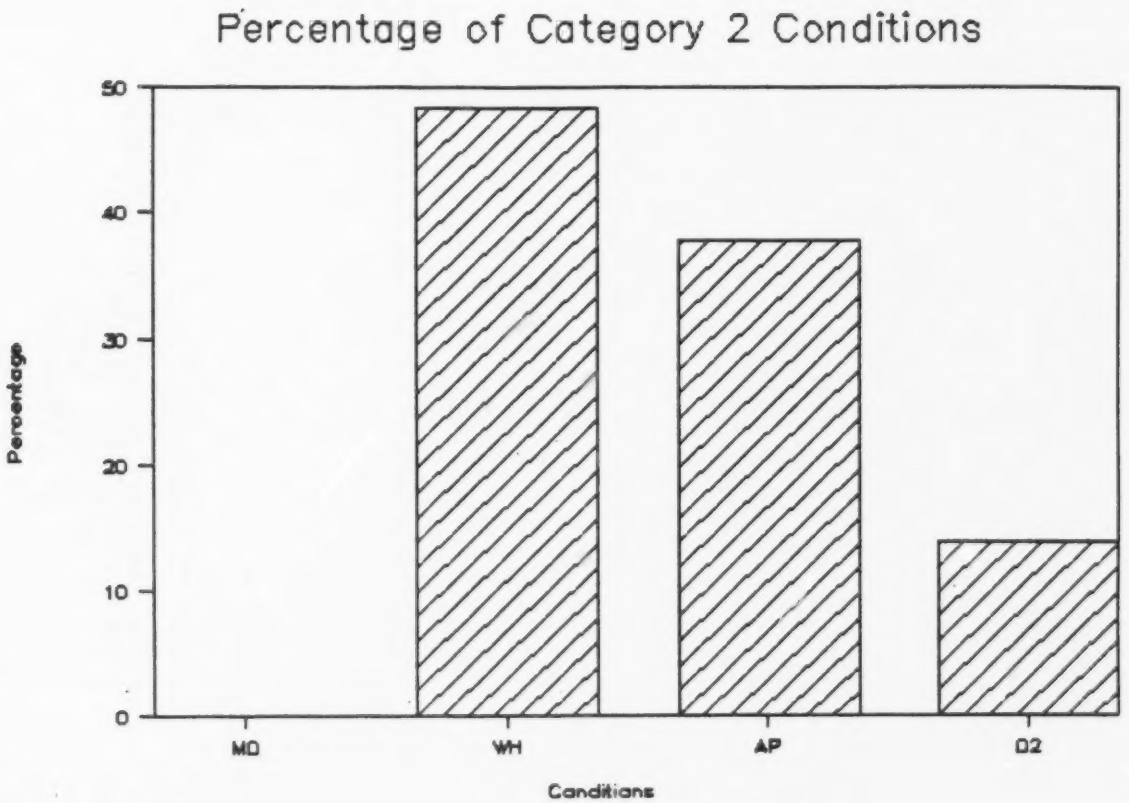
Category 3 contains the least serious preservation conditions and includes underlining, marginalia, food and/or water staining, foxing, yellowing, soiling and other.

Figure 6



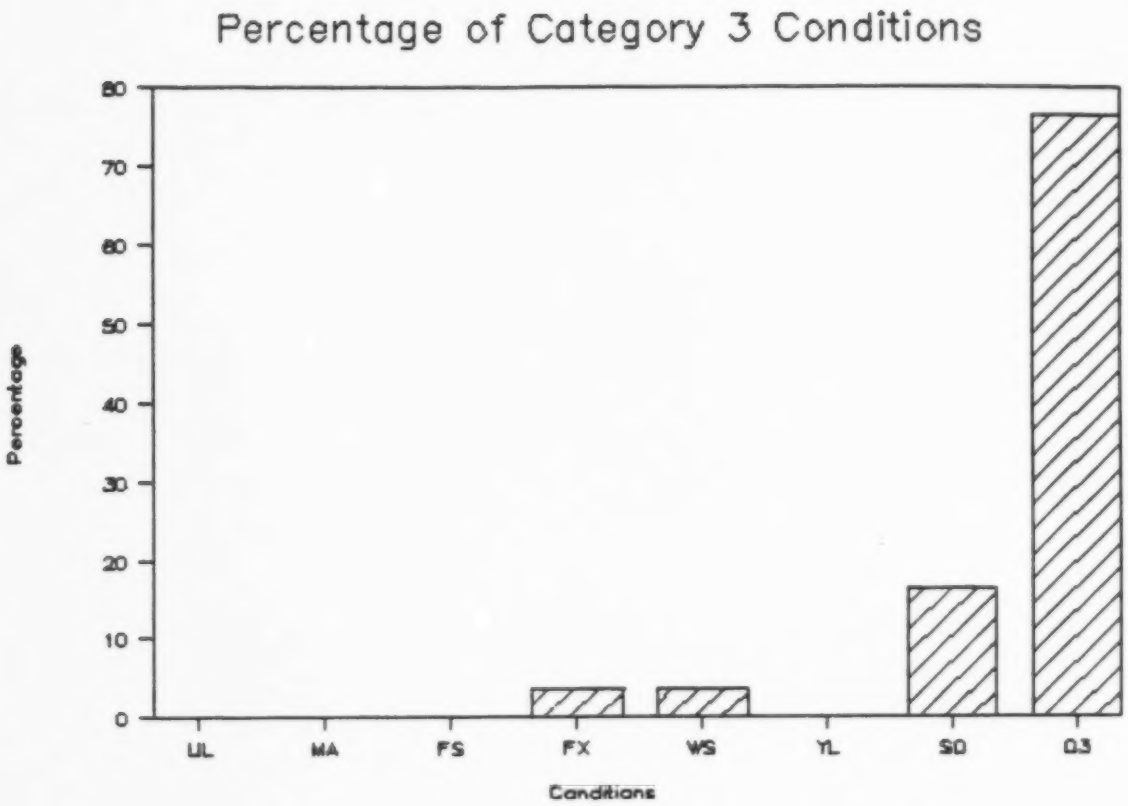
MP ..... Missing Pages
TP ..... Torn Pages
AT ..... Adhesive Tape
BP ..... Brittle Paper
LC ..... Loose Covers
LS ..... Loose Spines
CH ..... Cracked Hinges
LG ..... Loose Gatherings
DG ..... Detached Gatherings
O1 ..... Other (Category 1)

Figure 7



MO ..... Mold
WH ..... Weak Hinges
AP ..... Archival Photocopy Only
O2 ..... Other (Category 2)

Figure 8



UL ..... Underlining
MA ..... Marginalia
FS ..... Food Stains
FX ..... Foxing
WS ..... Water Stains
YL ..... Yellowing
SO ..... Soiling
O3 ..... Other (Category 3)

Figure 9

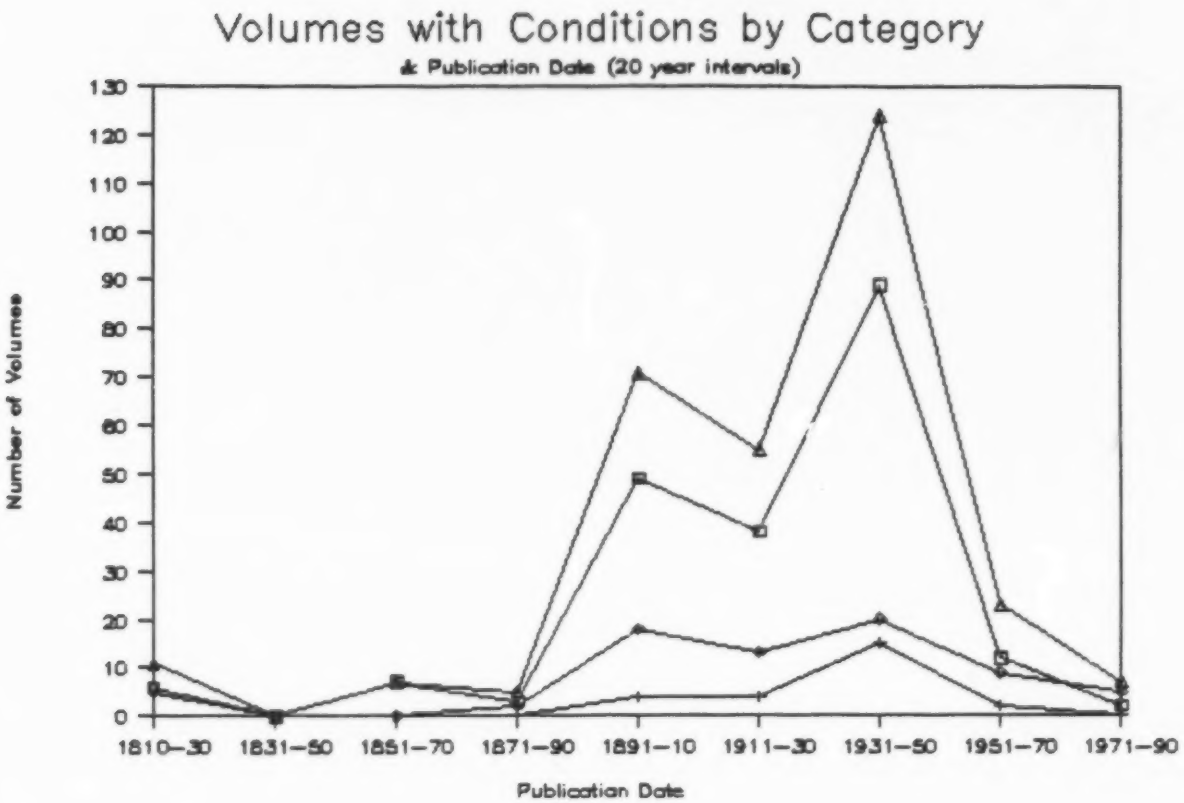

Volumes with Conditions by Category
& Publication Date (20 year intervals)
Number of Volumes
130
120
110
100
90
80
70
60
50
40
30
20
10
0
1810–30
1831–50
1851–70
1871–90
1891–10
1911–30
1931–50
1951–70
1971–90
Publication Date

Figure 10

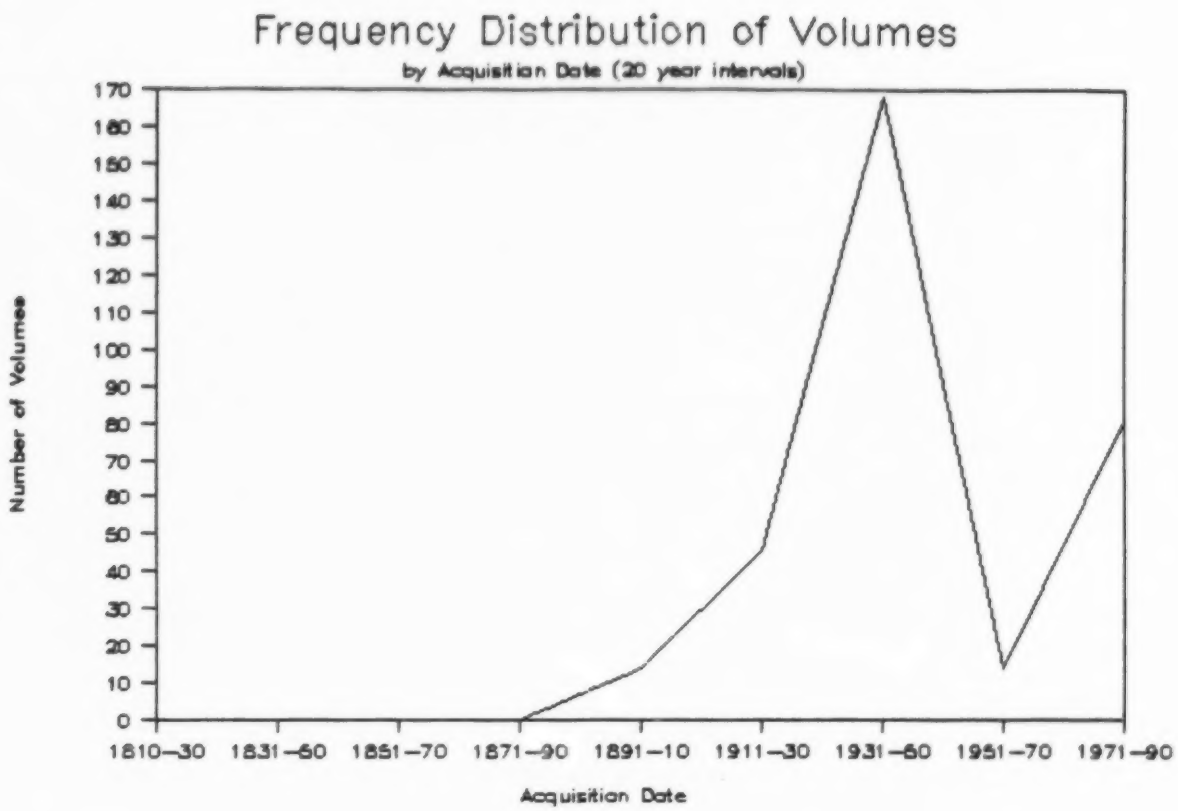

Frequency Distribution of Volumes
by Acquisition Date (20 year intervals)
Number of Volumes
170
160
150
140
130
120
110
100
90
80
70
60
50
40
30
20
10
0
1810–30
1831–50
1851–70
1871–90
1891–10
1911–30
1931–50
1951–70
1971–90
Acquisition Date

Figure 11

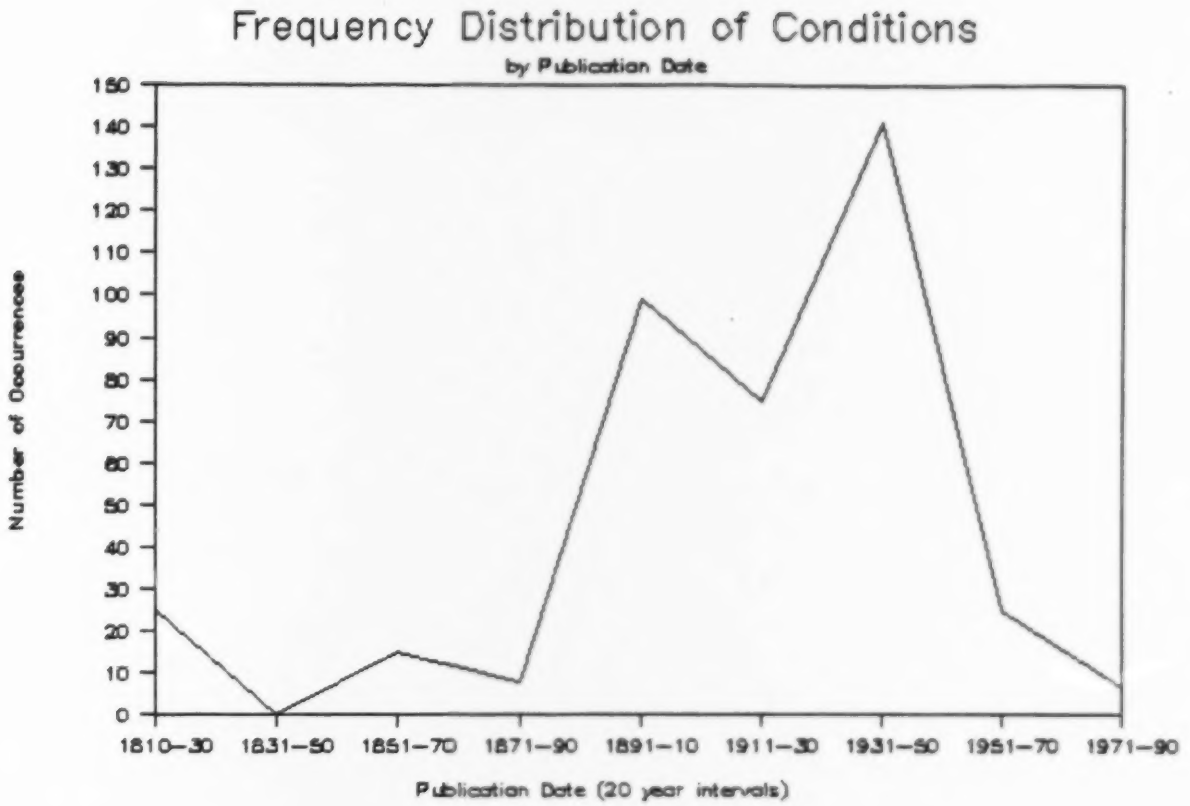

Frequency Distribution of Conditions
by Publication Date
Number of Occurrences
150
140
130
120
110
100
90
80
70
60
50
40
30
20
10
0
1810–30
1831–50
1851–70
1871–90
1891–10
1911–30
1931–50
1951–70
1971–90
Publication Date (20 year intervals)

Figure 12

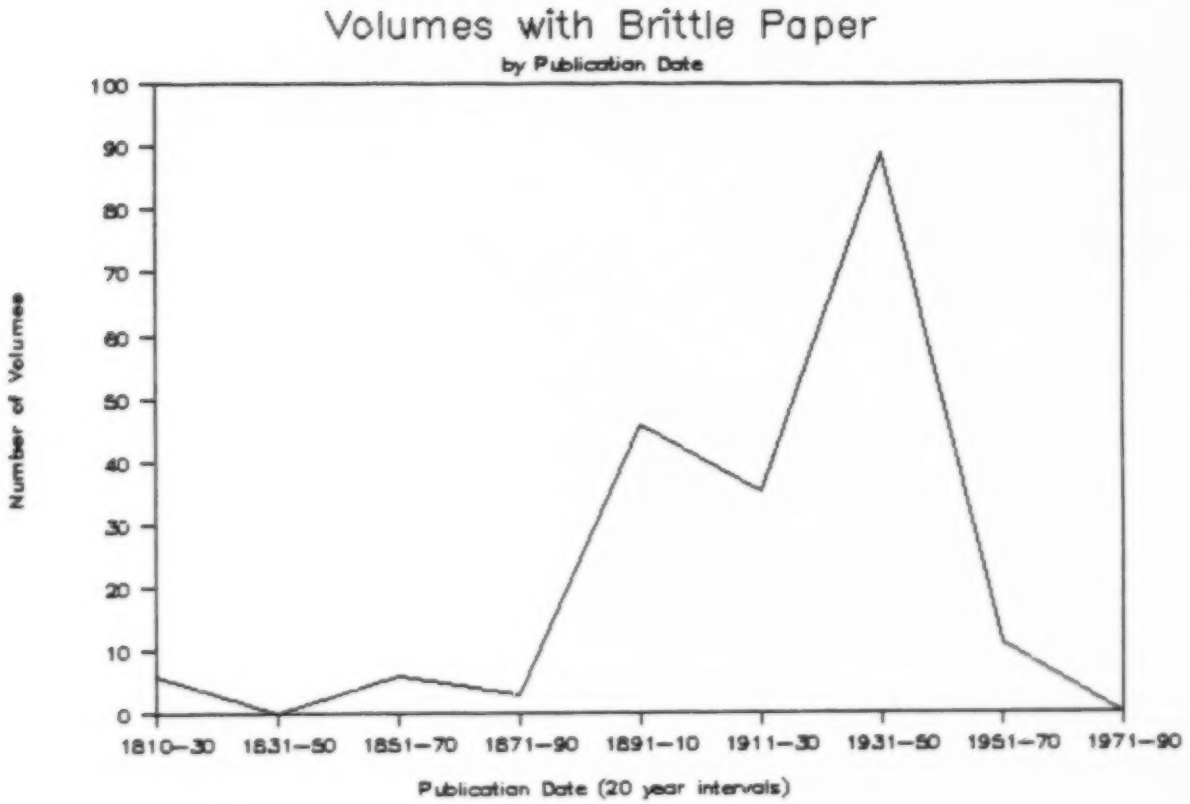

Volumes with Brittle Paper
by Publication Date
Number of Volumes
100
90
80
70
60
50
40
30
20
10
0
1810–30
1831–50
1851–70
1871–90
1891–10
1911–30
1931–50
1951–70
1971–90
Publication Date (20 year intervals)

Figure 13

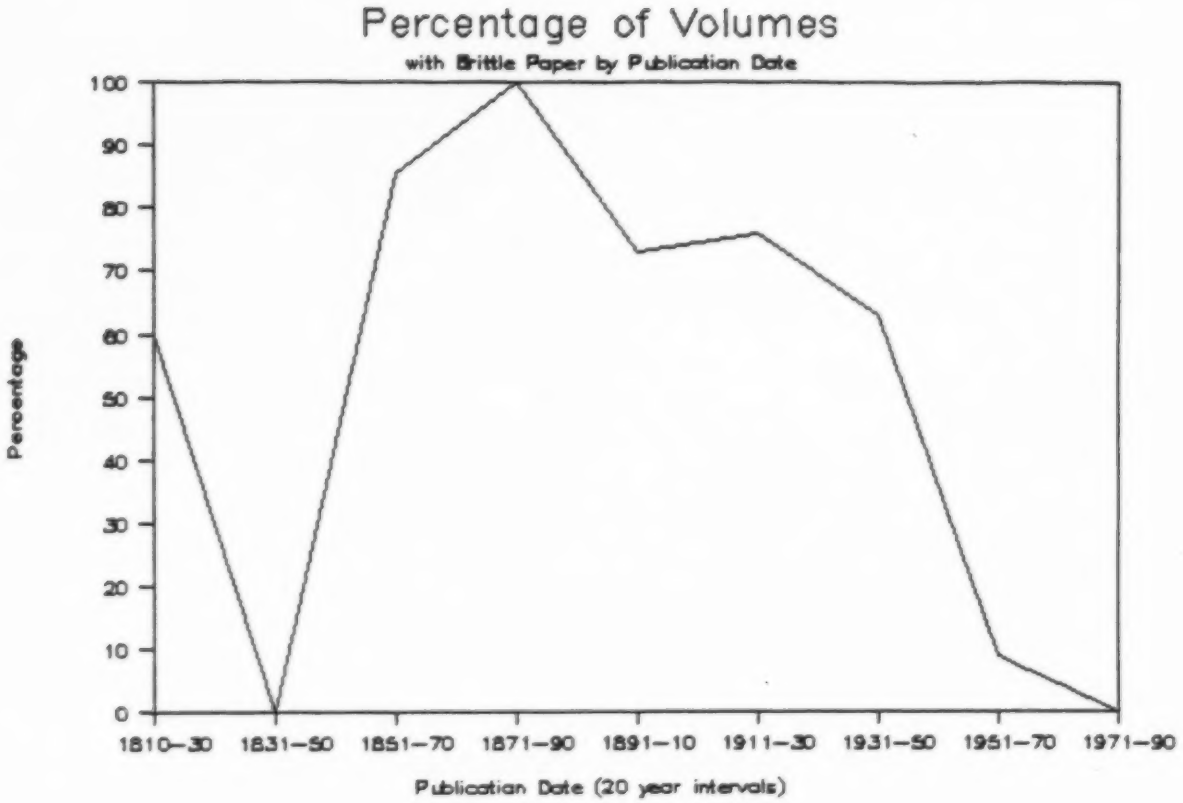

Percentage of Volumes
with Brittle Paper by Publication Date
Percentage
100
90
80
70
60
50
40
30
20
10
0
1810–30
1831–50
1851–70
1871–90
1891–10
1911–30
1931–50
1951–70
1971–90
Publication Date (20 year intervals)

Figure 14